



General Construction Permit Information:

PERMIT APPLICATIONS & SUBMITTALS: Can be found on our website under *Forms & Permits*. The application can be emailed to the address at the top of the application, mailed in or brought in. If large plans are required we will need the pdf emailed and 1 set of plans (24x36 rolled) delivered (2 sets for fire safety permits). If you submit rolled plans they will need to be picked up when your permit is issued. Most types of work will use the “*Application – General Construction Permit*” except specific applications found such as: Electric, Fire, Plumbing, ROW, Signs, Solar Panels, Temporary Dumpster/POD.

PAYMENT & PICKUP: Once the permit is ready or cancelled, an email will be sent with a link to pay online. You may also pay in person at the City Hall Mon-Fri 8:30am-4:15pm. If paying online, your permit card will be automatically emailed to you. If you are not able to print out your permit card for posting in the window, come in to the City Hall and we can print it for you.

CONTRACTORS: All contractors working on a job site must be licensed with the City. Application is under *Forms & Permits* and can be emailed in. The required documents are listed on the application. A change in contractors on a job site needs to be approved by the City before the new contractor begins work.

INSPECTIONS: All permits require at least one inspection. Inspections are performed on Mondays, Wednesdays and Fridays (no plumbing on Fridays) generally between the hours of 9am – 1pm. If the schedule is full, the inspectors may arrive after 1pm. **The office does not know the inspectors schedule.** The list of required inspections for your permit will be listed on page 2 of the permit. To schedule an inspection call by 2pm the working business day prior to the inspection day. If you email your request, allow ample time for the email to be seen and processed before your inspection date.

PERMIT EXPIRATION: Permits are valid for one year however work must commence and be inspected within six months. Should the permitted work not be completed within one year or started within 180 days, the applicant must request in writing/email a permit extension within fifteen days of the permit expiration. Failure to do so may result in the revoking of the permit and a full resubmittal will then be required. Refer to City Code Title 8 Chapter 1 Section 1.105

ADOPTION OF CODES: Refer to City Code Title 8, Chapter 1, Section 1 for our current code versions.

FEES: Fees are due at the time of permit issuance or when a permit is cancelled after review has taken place. For construction permits refer to City Code Title 8, Chapter 1, Section 2 for our current building construction permit fees. Fees are often based on the scope of work or square footage or contract price and may include, but are not limited to: review; clerical and inspection fees.

DIGGING: All digging requires utility locates prior to digging. Call J.U.L.I.E. locate by dialing 811 or schedule online at www.illinois1call.com at least 48 hours in advance or as requested by their current response times.

HOURS OF CONSTRUCTION: Monday – Friday 7:00AM to 6:00PM, Saturday & Sunday 9:00AM to 5:00PM

Specific Construction Permit Information:

NEW CONSTRUCTION

- Submittals must be emailed as well as 1 set of stamped (sealed & signed either on every page or on the index) plans delivered to the City. Wet seal is not required. Requirements to be included with permit application: Civil/Engineering plans; base of excavation soil report (or required by the time of footings); architectural stamped plans; elevations; ComChecks.
- Contractors can be TBD for review; the permit will not be issued until all contractors are listed on the application and licensed with the city.
- Fees are due at the time of permit issuance or upon cancelation of the job.
- Fire Sprinkler/Alarm submittals are a separate permit to be submitted to the City by the fire safety company. Two physical sets of plans as well as an emailed electronic copy are required.
- Non-residential exterior lighting requires a photometric lighting plan-see City Code Title 10-7C-8.
- The City will collaborate with health (Cook County Department Public Health).
- In addition to the two surveys listed below, an additional Top of Foundation Spot Survey is required once the foundation is poured and before any framing begins.

SURVEYS

When changing pervious land to impervious land, meaning water will no longer be able to seep into the ground, a topographic with proposed grading survey shall be required with the permit application and a final grading survey/as-built is required at the end of the project within 30 days after building inspection approval. The exceptions to this requirement are smaller sheds and smaller projects, less than 200 sq. ft. and at the discretion of the building commissioner. Replacement of SAME-SIZE flatwork must be done at the exact same elevation as the existing and must not change the flow or drainage of water.

The Proposed grading survey must be drawn to a scale of not smaller than one inch to thirty feet (1" = 30'). It must include existing and proposed spot elevations and contours extending out 25 feet past the disturbance of land, show existing and proposed property contours on at least 1' intervals, proposed grades on all lot corners, swales, sewers, drainage structures, foundations and driveways or any physical change on the subject property.

After the work is completed, a final grading/as-built survey must be provided.

Our city engineer will review and approve all surveys; the reviews will take a minimum of 10 business days. Additional fees will be charged for all engineering reviews and site visits. The applicant will receive an email when the reviews have been completed.